

## Principal Management Analyst (Team Lead)

The Performance Audit Division evaluates state agencies and programs to determine whether, and how well, they are accomplishing their goals. The reports generated from this work are shared with the General Assembly, the Governor, governing boards and agency management. All final reports are public documents and are made available to the press.

We are seeking **Principal Management Analysts** to serve as team leaders on these reviews.

Located at the State Capitol complex, in the heart of Atlanta, the Performance Audit Division team leaders typically hold advanced degrees in a variety of fields including:

Public Administration	Accounting	Business Administration
Political Science	Economics	Management
Decision Science	Finance	Journalism

### Major Job Duties:

Under the supervision of an audit manager, Principal Management Analysts plan and conduct deadline-oriented evaluations of state programs to determine efficiency and effectiveness.

- Project management tasks include identifying, with input, major areas for review, appropriate methodologies, and timeframes for completion.
- Personnel management tasks include overseeing team member's work, providing guidance and feedback, and ensuring completeness and accuracy of the work produced.
- Evaluation tasks include researching professional literature, interviewing program staff, reviewing records, and analyzing program data.
- Work involves a great deal of writing (including summarizing research tasks and drafting reports that present evaluation findings).

Applicants should have an interest in state government and a desire to improve the quality of life for Georgia's citizens. Applicants should demonstrate:

- 1-2 years of experience in project management, preferably performance auditing or evaluation
- strong analytical and quantitative skills
- ability to learn quickly
- ability to work independently and in a team environment
- ability to communicate effectively and write proficiently

Our staff of professionals is passionate about providing decision-makers with credible information to inform decisions. We are an independent, non-partisan group. operating in a collaborative environment. We are committed to a creating a diverse environment and are an equal opportunity employer.

The Department offers a flexible schedule. While currently working remotely full-time, future plans involve returning to the office for a minimum of 2 days per week. To apply, please send

your resume to PADrecruiter@audits.ga.gov. More information about our agency can be found at <http://www.audits.ga.gov/PAO/PAOdivision.html>

### Management Analyst Intern (20 Hours per week)

#### **Major Job Duties:**

Under the supervision of a lead analyst, Management Analysts assist in the planning and conducting of evaluations of state programs to determine efficiency and effectiveness.

- Evaluation tasks include researching professional literature, interviewing program staff, reviewing records, and analyzing program data.
- Staff members are expected to show initiative and take on increasing levels of responsibility.
- Work involves a great deal of writing (including summarizing research tasks and drafting sections of reports that present evaluation findings).

Applicants should have an interest in state government and a desire to improve the quality of life for Georgia's citizens. Applicants should demonstrate:

- strong analytical and quantitative skills
- ability to learn quickly
- ability to work independently and in a team environment
- ability to communicate effectively and write proficiently

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